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| Purpose: Board Meeting | |
| Date & Time of Meeting: | July 5, 2018 at 3pm |
| Conference Call/In Person Meeting: | Phone Conference  call in - 515.604.9991, access code - 443184 |
| Minutes Prepared By: | Zaziski |

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| **#** | **Member Name:** | | | **Position:** | **Status:** | |
| 1 | Jessica Jannaman | | | Past President; Nominations/Elections | x | |
| 2 | Aaron Munoz | | | President | x | |
| 3 | Linda Zaziski | | | Secretary | x | |
| 4 | Doug Hayes | | | Vice President | x | |
| 5 | Kathy Glodich | | | Foundation |  | |
| 6 | Dave Andrews | | | Student Section – Oakland | x | |
| 7 | Kim Lichtveld | | | Student Section - Findlay |  | |
| 8 | Lisa Macauley | | | Programs |  | |
| 9 | James Burk | | | Affiliate Society |  | |
| 10 | Oscar Milian | | | Newsletter |  | |
| 11 | Carl Granger | | | By-Laws | x | |
| 12 | Becca Drzewiecki | | | Awards & Honors | x | |
| 13 | Greg Zigulis | | | Delegate/Webmaster | x | |
| 14 | Brenda Clarke | | | Long Range Planning |  | |
| 15 | Anthony McKenzie | | |  |  | |
| 16 | Hailey Fulton | | | Treasurer |  | |
| 17 | Blake Hess | | | Professional Development |  | |
| 18 | Garrett Stricker | | | Delegate |  | |
| 19 | Sandy Aufermann | | | Government Affairs | x | |
| 20 | Eileen Bullen | | | Membership |  | |
| 21 | Marta Jablecki | | | Oakland U |  | |
|  | Issiac Robinson | | | Young Professional Liaison |  | |
| Approvals | | | | | | |
| **Quorum Established:** **YES** | | | Called to Order 3:12pm | | |  |
| Treasurer’s Report – Finance | | | * December, January, February, March, April, May, Financials reviewed * Special Meeting held on 7/11 3:40pm for financial review. Aaron, Doug, Greg, Jessica and Hailey in attendance. **Quorum Established**   + December 2017 Finances as submitted Aaron MOTION to approve, Doug Seconded **APPROVED**   + Annual 2017 reviewed, Aaron MOTION to Accept, Doug seconded.  **APPROVED**   + January 2018 Finances as submitted Aaron MOTION to Approve, Doug Seconded. **APPROVED**   + February 2018 Finances as submitted Greg **MOTION** to Approve, Aaron Seconded. **APPROVED**   + March 2018 Finances as submitted Linda MOTION to Approve, Greg Seconded. **APPROVED**   + April 2018 Finances as submitted Aaron **MOTION** to Approve, Doug Seconded. **APPROVED**   + May 2018 Finances as submitted Aaron **MOTION** to Approve, Greg Seconded. **APPROVED**   + Reimbursement for San Antonio ROC; Reimbursement for Greg as submitted. Doug **MOTION** to approve Aaron Seconded. **APPROVED**   + MOTION to use cashier checks on a one-time basis for cashier check for reimbursement. Doug **MOTION** Linda seconded **ACCEPTED**   + Reimbursement for San Antonio ROC; Reimbursement for   Aaron as submitted. Doug **MOTION** to approve Hailey Seconded. **APPROVED**   * **ACTION:** Approval needed for JUNE and JULY at next board meeting. * **ACTION:** Financial Audit - July 21st at 11am * **ACTION:** Strategic Financial Projections started! Hailey to follow up with officers to see what budget needs are for each respective area. When complete set to vote. * Consider a fully funded (GDC/in our name) scholarship - based on financial status * **ACTION:** Consider publishing annual report for members * **ACTION** Doug will close out his PayPal - will coordinate with Hailey. | | | |
|  | | | * May Minutes; - Aaron **MOTION** to approve as written, Doug seconded. **MOTION APPROVED.** * **ACTION: MINI ROC - July 28, Saturday** | | | |
| Updates | | | | | | |
| **Report** | | | **Status/Numbers/Next Meetings/Events** | | | |
| Membership | | | Total: , New , Expiring , Transfers in, Transfer Out  **ACTION:** Personal email from Aaron - Aaron to write up letter. Carl suggested to look in Officer Central for template. Greg has done this with other groups - why joined and what they hope to get out of the group. Greg to send sample. List new members on website**.** | | | |
| Student Sections | | | **Oakland:**   * No update * Officer Meeting on July 11, 2018.   **Findley:**   * No Update   **Lawrence Tech:** Doug connected with Lawrence Tech - will continue to engage for events and other activities.  **ACTION:** Need student Board members attend GDC meetings  **ACTION:** Graduating students supporting membership to ASSE. Provide application, payment screen; send to GDC for support payment. Dave and Marta to market more effective  **ACTION:** Set up/establish meeting dates and schedule early for involvement and planning  **ACTION:** Consider a planning meeting/Mini ROC for students in early July.  **ACTION:** Commitment from board to attend/support. Marta to help support with additional communications.  **ACTION:** MIOSHA hosting a career fair for 7-8 graders; Free Booth for GDC/ASSP. Request for funds; needed vote. Need volunteers | | | |
| * Newsletter/Website | | | No new updates. Greg doing a great job!  Newsletter every other month   * Push members to website. Include professional corner, recognized. * Make sure we can show: ‘Are we communicating with members on a regular basis?’ * Provide link to student section, activity link * Social media will need to show name change (facebook, twitter etc…) Needed by June. * Member emails; contact society if concerns; need to go into system and update as needed.   **ACTION:** Publication of treasury/budget. Annual Report  **ACTION:** Put sponsorship information in the Newsletter/Website  **ACTION:** Send newsletter to Greg for posting, Aaron to send email with newsletter to members as website is being migrated.  **ACTION:** Provide information, updates and articles, best in class/best practice, member spotlight to Oscar | | | |
| Programs | | | * OHST in Okemos, Lansing still on for November 27, 28, and 29. Society will be populating on website for registration. Flyer just came out.   + MOU; created waiting on response from Mid-Michigan. Waiting on signatures. (handling gains and loss) * ASP in December with tie to safety conference - may raise cost a little to cover. Still a good value, possible ASP in April next year discussion on both still in works * Last Friday of every month - Networking meeting; Royal Oak Brew House. * Past networking meeting - Successful. Looked at emergency response * Upcoming value added topics: ISO45001, ASSE/ANSI Z10, and GI corollary to Silica standard (Greg volunteered to instruct). | | | |
| Bylaws | | | * No Update | | | |
| Foundation | | | * No Update | | | |
| Auditing | | | * Financial Audit - Completed before Mini ROC | | | |
| Affiliate Society and Professional Development | | | Young Professionals Section. Isaac Robinson Region 7 liaison   * Common interest group; early career professional (1-5 yrs.) or student in Occupational Safety Group would make up the common interest group. Currently - 4000+ members. Members not actively participating in society, local/regionally etc.… * Robinson is a chapter liaison to establish a chapter chair on each board for initiative - communication, connect with members of common interest group, mentoring. * Doug, Jessica and Hailey are currently heading up mentoring program   **ACTION:** Find a way to incorporate current student sections as a transition phase to GDC/Young Professional Section  **ACTION:** Name interest group member as Young Professional committee chair to lead efforts within the chapter. Issiac to contact Doug to work out details.  **ACTION:** Anyone interested in being a mentor - Contact Doug  ESD   * Stand up for OSHA * Presentation for students on MIOSHA * Tour of fuel cells; technical section * Series on spider cranes * Automotive industry action growth - Doug to keep us posted   **ACTION:** Doug to extent invite to ESD to attend our board meeting  **ACTION:** Doug to research option for a fuel cell topic/forum  **ACTION:** Looking to make video consider involvement; work with MIOSHA   * **Professional Development**    + OHST class discussion Nov 27-29, Okemos. 25 seats available. Carl to send to Aaron for distribution.   + ASP Prep Class Dec 4-6; Joint w/CAM; at CAM office   + Consider doing CSP in conjunction with Michigan Safety Conference next year; Grand Rapids. Proposal to follow. | | | |
| Delegate | | | * Waiting on results of creation of a new council, responsible to oversee academic and research materials/student engagement, academic affairs, research related activities. * Greg and Aaron to attend as our delegate representative to the June meeting   **ACTION:** Review the items for Delegate vote. Provide comments/questions to Greg - Strategic Plan (2018-2020), ASSP | | | |
| Nominations | | | * Jessica to coordinate nomination and succession plan process   **ACTION:** Current officers to get back to Jessica | | | |
| Government Affairs and Community Affairs | | | * Ground Spotter Training - Alliance with OSHA.   + Training video   + Collaboration with Stakeholders Open Forum - Contractors, ASSP, MIOSHA, Industry, young worker, safety professional network to market and roll-out. * Consider connections with local government officials - speaking as constituents and taxpayers - Possible event. Becca has some names for possible leads. | | | |
| Awards & Honors | | | * Awards Dinner - student award - reconsider timing/opportunity * Consider moving to the Fall. * Consider coordinating with an already scheduled student meeting. Anticipate July/August for timeframe that meeting dates become available.   **ACTION:** Consider contributing to a Frank Cleary Memorial Fellowship opportunity for Oakland University; Annual scholarship and banquet. Currently requesting support for one-time donation of $6000 contribution. Consider as a chapter initiative and/or a Michigan Chapter collective. Carl to reach out to Mid-Michigan Chapter to see if they can support. Consider a dollar match for membership. | | | |
| Long Range Planning | | | * No Update | | | |
| **General Discussion**   1. ASSP Changes - Need new W9 for bank acct change, bylaws updated/published 2. Schedule Mini ROC - Cover action plans - Consider July 21th Mini ROC; financial audit 9am 3. Schedule Finance Audit  * **ACTION:** Need to identify the dates and responsibilities for name change - new bank account, update all info. Blake to work with Aaron to create checklist of what is needed. * **ACTION:** Jessica to send out doodle poll for dates to have Mini ROC strategic planning session. | | | | | | |
| **Adjourn Time/Next Meeting** | | | | | | |
| **Start Time: 2:02 pm** | |  | | | | |
| **Adjourned: 3:30 pm** | | **Motion** to Adjourn: Aaron Motion Seconded: Carl  **MOTION ACCEPTED** | | | | |
| **Next Meeting** | | **August- RO Taproom Networking 12 Noon; Board Meeting to follow at 3pm** | | | | |